



ADS Chapter 103

Delegations of Authority

Revision Date: 11/03/2005
Responsible Office: GC/LP
File Name: 103_110305_cd42

* An asterisk indicates that the adjacent material is new or substantively revised.

Functional Series 100 – Agency Organization and Legal Affairs
ADS 103 – Delegations of Authority

Table of Contents

| | | |
|--------------------------|--|------------------|
| <u>103.1</u> | <u>OVERVIEW</u> | <u>5</u> |
| <u>103.2</u> | <u>PRIMARY RESPONSIBILITIES</u> | <u>5</u> |
| <u>103.3</u> | <u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u> | <u>5</u> |
| <u>103.3.1</u> | <u>General Provisions</u> | <u>5</u> |
| <u>*103.3.1.1</u> | <u>Delegation to U.S. Personal Service Contractors (USPSCs) and Non-U.S. Citizen Employees</u> | <u>6</u> |
| <u>103.3.1.2</u> | <u>Acting Officials for Presidentially Appointed Senate-Confirmed (PAS) Positions</u> | <u>7</u> |
| <u>103.3.2</u> | <u>International Development Cooperation Agency (IDCA).....</u> | <u>8</u> |
| <u>103.3.3</u> | <u>Order of Succession – Administrator</u> | <u>8</u> |
| <u>103.3.4</u> | <u>Deputy Administrator</u> | <u>9</u> |
| <u>103.3.5</u> | <u>Assistant Administrator for Program and Policy Coordination (AA/PPC).....</u> | <u>9</u> |
| <u>103.3.6</u> | <u>Deputies of Assistant Administrators and Deputies of Heads of Independent Offices</u> | <u>10</u> |
| <u>103.3.7</u> | <u>Executive Secretary (ES).....</u> | <u>10</u> |
| <u>103.3.7.1</u> | <u>Office of Security (SEC).....</u> | <u>11</u> |
| <u>103.3.8</u> | <u>Assistant Administrators, Mission Directors, and Other Principal Officers</u> | <u>11</u> |
| <u>103.3.8.1</u> | <u>Strategic Planning.....</u> | <u>11</u> |
| <u>103.3.8.2</u> | <u>Program Implementation Authorities.....</u> | <u>11</u> |
| <u>103.3.8.3</u> | <u>Source, Origin, and Nationality for Procurement.....</u> | <u>11</u> |
| <u>103.3.8.4</u> | <u>General Delegation of Authority to Coordinate with Other U.S. Government Agencies on Economic Cooperation Activities</u> | <u>12</u> |
| <u>103.3.8.5</u> | <u>Acceptance and Use of Gifts to the Agency.....</u> | <u>12</u> |
| <u>103.3.8.6</u> | <u>Reimbursable Programs under Section 607 of the FAA</u> | <u>13</u> |
| <u>103.3.8.7</u> | <u>Food Aid Authorities.....</u> | <u>13</u> |
| <u>103.3.8.8</u> | <u>Housing Guaranty, Other Credit Programs, and Agricultural and Productive Credit and Self Help Community Development Programs ...</u> | <u>15</u> |

* An asterisk indicates that the adjacent material is new or substantively revised.

| | | |
|----------------------------|--|----------------------|
| <u>103.3.8.9</u> | <u>Registration of Indigenous Private and Voluntary Organizations</u> | <u>16</u> |
| <u>*103.3.8.10</u> | <u>Interagency Agreements</u> | <u>16</u> |
| <u>103.3.8.11</u> | <u>Grants and Cooperative Agreements</u> | <u>17</u> |
| <u>103.3.8.12</u> | <u>Claims</u> | <u>17</u> |
| <u>103.3.8.13</u> | <u>Performance-Based Actions</u> | <u>17</u> |
| <u>103.3.8.14</u> | <u>Waiver of Transportation Source Requirements</u> | <u>18</u> |
| <u>103.3.8.15</u> | <u>Details to Foreign Governments and International Organizations under Sections 627 and 628 of the FAA</u> | <u>18</u> |
| <u>103.3.9</u> | <u>Principal Diplomatic Officers</u> | <u>18</u> |
| <u>103.3.10</u> | <u>Bureau for Management (M)</u> | <u>19</u> |
| <u>103.3.10.1</u> | <u>Assistant Administrator for Management (AA/M)</u> | <u>19</u> |
| <u>103.3.10.2</u> | <u>Director, Office of Financial Management (M/FM)</u> | <u>21</u> |
| <u>103.3.10.3</u> | <u>Chief, Payroll Division (FM/P)</u> | <u>21</u> |
| <u>103.3.10.4</u> | <u>Chief, Bureau for Management, Office of Financial Management, Central Accounting and Reporting Division (M/CFO/CAR)</u> | <u>22</u> |
| <u>103.3.10.5</u> | <u>Director, Office of Information Resources Management (M/IRM)</u> | <u>22</u> |
| <u>*103.3.10.6</u> | <u>Reserved</u> | <u>23</u> |
| <u>*103.3.10.7</u> | <u>Director, Bureau for Management, Office of Acquisition and Assistance (M/OAA)</u> | <u>23</u> |
| <u>103.3.10.8</u> | <u>Chief, Bureau for Management, Office of Procurement, Evaluation Division (M/OP/E)</u> | <u>24</u> |
| <u>103.3.10.9</u> | <u>Bureau for Management, Office of Administrative Services (M/AS)</u> | <u>24</u> |
| <u>103.3.10.10</u> | <u>Deputy Director, M/AS</u> | <u>24</u> |
| <u>103.3.10.11</u> | <u>Chief, Travel and Transportation Division (M/AS/TT)</u> | <u>24</u> |
| <u>103.3.10.12</u> | <u>Chief, Property Management Division (M/AS/PMD)</u> | <u>24</u> |
| <u>103.3.10.13</u> | <u>Chief, Information Records Division (M/AS/IRD)</u> | <u>24</u> |
| <u>103.3.10.14</u> | <u>Deputy Assistant Administrator for Office of Human Resources (M/DAA/HR) Primary Responsibility for Human Resources Management</u> | <u>24</u> |
| <u>103.3.11</u> | <u>Bureau for Africa (AFR)</u> | <u>26</u> |
| <u>103.3.11.1</u> | <u>Mission Directors and USAID Principal Officers</u> | <u>26</u> |
| <u>103.3.11.2</u> | <u>Directors of the Office of West African Affairs (AFR/WA), the Office of Sustainable Development (AFR/SD), the Disaster Response Coordination Office (AFR/DRC), the Office of Eastern Africa Affairs (AFR/EA), the Office of Southern Africa Affairs (AFR/SA) and the Office of Development Planning (AFR/DP) (Collectively, "AFR/W Office Directors")</u> | <u>27</u> |
| <u>103.3.11.3</u> | <u>Special Self-Help (SSH) and Democracy and Human Rights Fund (DHRF) Programs</u> | <u>29</u> |
| <u>103.3.12</u> | <u>Bureau for Asia and the Near East (ANE)</u> | <u>29</u> |
| <u>103.3.12.1</u> | <u>ANE Mission Directors and Principal Officers</u> | <u>29</u> |
| <u>103.3.12.2</u> | <u>USAID/Egypt Regional Contracting Officer (RCO/E)</u> | <u>30</u> |

| | | |
|-------------------------|---|------------------|
| <u>103.3.13</u> | <u>Bureau for Europe and Eurasia (E&E)</u> | <u>30</u> |
| <u>103.3.13.1</u> | <u>E&E Mission Directors, Principal Officers, and E&E Washington- Based Office Directors</u> | <u>31</u> |
| <u>103.3.13.2</u> | <u>Enterprise Funds</u> | <u>32</u> |
| <u>103.3.14</u> | <u>Bureau for Latin America and the Caribbean (LAC)</u> | <u>32</u> |
| <u>103.3.14.1</u> | <u>Director, Office of Strategic and Portfolio Management (LAC/SPM); Director, Office of Regional Sustainable Development (LAC/RSD); and Director, Office of Development, Planning and Budget (LAC/DPB)</u> | <u>32</u> |
| <u>103.3.14.2</u> | <u>LAC Mission Directors and USAID Principal Officers</u> | <u>33</u> |
| <u>103.3.14.3</u> | <u>Latin America Development Act of 1960</u> | <u>34</u> |
| <u>103.3.15</u> | <u>Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)</u> | <u>34</u> |
| <u>103.3.15.1</u> | <u>Assistant Administrator for DCHA</u> | <u>34</u> |
| <u>103.3.15.2</u> | <u>DCHA Office Directors</u> | <u>35</u> |
| <u>103.3.15.3</u> | <u>Director of the Office of Food for Peace (FFP)</u> | <u>35</u> |
| <u>103.3.15.4</u> | <u>Director of the Office of Private-Voluntary Cooperation/American Schools and Hospitals Abroad (PVC/ASHA)</u> | <u>36</u> |
| <u>103.3.15.5</u> | <u>Director of the Office of Foreign Disaster Assistance (OFDA)</u> | <u>37</u> |
| <u>103.3.15.6</u> | <u>Director of the Office of Transition Initiatives (OTI)</u> | <u>37</u> |
| <u>103.3.15.7</u> | <u>Director of the Office of Democracy and Governance (DG)</u> | <u>37</u> |
| <u>103.3.15.8</u> | <u>Director of Office for Conflict Management and Mitigation (CMM)</u> | <u>38</u> |
| <u>103.3.16</u> | <u>Bureau for Global Health (GH)</u> | <u>38</u> |
| <u>103.3.16.1</u> | <u>General Delegations</u> | <u>38</u> |
| <u>103.3.16.2</u> | <u>Human Subject Research - Assistant Administrator and Cognizant Human Subjects Officer (CHSO)</u> | <u>38</u> |
| <u>103.3.17</u> | <u>Bureau for Global Programs, Field Support and Research (G)</u> | <u>39</u> |
| <u>103.3.17.1</u> | <u>Senior Deputy Assistant Administrator (SDAA/G)</u> | <u>39</u> |
| <u>103.3.17.2</u> | <u>Deputy Assistant Administrators (DAAs)</u> | <u>39</u> |
| <u>103.3.17.3</u> | <u>Director of the Center for Economic Growth</u> | <u>40</u> |
| <u>103.3.17.4</u> | <u>Director of the Center for the Environment</u> | <u>40</u> |
| <u>103.3.17.5</u> | <u>The Directors of the Office of Administrative Management Staff, the Office of Program Development and Strategic Planning, and the Office of Women in Development</u> | <u>40</u> |
| <u>103.3.18</u> | <u>Office of Equal Opportunity Programs (EOP)</u> | <u>41</u> |
| <u>103.3.19</u> | <u>Office of the General Counsel (GC)</u> | <u>41</u> |
| <u>103.3. 20</u> | <u>Office of the Inspector General (IG)</u> | <u>42</u> |
| <u>103.3.21</u> | <u>Executive Officers</u> | <u>42</u> |

| | | |
|----------------|--|-----------|
| <u>103.4</u> | <u>MANDATORY REFERENCES</u> | <u>42</u> |
| <u>103.4.1</u> | <u>External Mandatory References</u> | <u>42</u> |
| <u>103.4.2</u> | <u>Internal Mandatory References</u> | <u>42</u> |
| <u>103.5</u> | <u>ADDITIONAL HELP</u> | <u>43</u> |
| <u>103.6</u> | <u>DEFINITIONS</u> | <u>43</u> |

ADS 103 – Delegations of Authority

103.1 OVERVIEW

Effective Date: 10/1/1995

This chapter delegates certain authorities and provides general provisions governing the delegation of authorities or assignment of duties and responsibilities in the Automated Directives System (ADS) and other Agency rules, regulations, and procedures.

103.2 PRIMARY RESPONSIBILITIES

Effective Date: 10/1/1995

The Office of the General Counsel (GC) is responsible for maintaining this chapter.

103.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 6/3/1999

The delegations of authority in this chapter deal primarily with delegations from the Administrator and Assistant Administrators (AA) on program planning and implementation and the obligation of funds. Other sources of delegations are [ADS 101](#), which contains the general responsibilities of [Bureaus/Offices](#); other sections of the ADS; delegations within field posts and USAID/W offices; position descriptions; and the Federal Acquisition Regulation (FAR), Agency for International Development Acquisition Regulations (AIDAR), and other Agency regulations codified in the Code of Federal Regulations (CFR).

103.3.1 General Provisions

Effective Date: 11/10/1999

The following general provisions apply to all delegations or assignment of duties or responsibilities in the ADS and other Agency directives, regulations, and procedures, unless specifically provided otherwise:

- a. Redlegation.** Subject to [103.3.1.1](#), authorities may be redelegated and redelegated successively. Except for presidentially appointed Senate-confirmed (“PAS”) positions, the authority to redelegate includes the authority to designate acting officers and to establish orders of succession of acting officials. (For PAS positions see [103.3.1.2](#).) Officials serving in an acting capacity are authorized to exercise all of the functions and duties of the position. The authority to re-delegate also includes the authority to give an “alter ego” delegation. An official exercising the authorities of a position under an “alter ego” delegation while authorized to exercise all of the functions and duties of the position is not the “acting” officeholder of the position. For example, a [Deputy](#) AA taking action under an “alter ego” delegation from the AA signs as Deputy AA, not as Acting AA.

b. References. Any reference to a statute, Executive Order, regulation, determination, delegation of authority, or any other issuance shall be deemed to be a reference to such an issuance as amended from time to time or its successor.

c. Concurrent Authority. The delegating official retains concurrent authority to exercise any of the delegated authorities, duties, or responsibilities.

d. Acting Capacity. Authorities may be exercised by persons serving for the designated officer in an acting capacity.

e. Exercise in accordance with Agency directives. Authorities shall be exercised in accordance with other Agency directives and regulations.

f. Redelegations under revoked delegations. Redelegations under revoked delegations are in effect according to their terms, until modified, revoked, or superseded.

g. Ratification. Actions taken by officials prior to the effective date of a delegation are ratified if in accordance with the terms and conditions of the delegation.

h. Reorganization. Delegations continue in effect to the successor position or office performing the functions of its predecessor until modified, revoked, or superseded. For example, the new Bureau for Management would continue to operate under the delegations to its predecessor, the Bureau for Finance and Administration.

***103.3.1.1 Delegation to U.S. Personal Service Contractors (USPSCs) and Non-U.S. Citizen Employees**

*Effective Date: 01/12/05

***a. General Rule.** Notwithstanding any other provision of USAID directives, the AIDAR, other regulations, or delegations, USPSCs and non-U.S. citizen employees (host country and third country Personal Service Contractors (PSCs) and Foreign Service National (FSN) direct-hire employees) may be delegated any authority, duty or responsibility, except as outlined below.

***b. Limitations.**

(1) While they may supervise USPSCs and non-U.S. citizen employees, they may not supervise U.S. citizen direct-hire (USDH) employees of USAID as part of their regular duties and responsibilities. They may supervise USDH employees on a limited basis, not to exceed 60 days in any 180 day period, to cover a temporary USDH absence.

(2) They may participate in personnel selection matters but may not be delegated authority to make a final decision on USDH personnel selections.

(3) They may be designated a Cognizant Technical Officer (CTO). They may represent the Agency and communicate planning and implementation decisions. Communications that reflect a final policy decision of the Agency must be cleared by a USDH employee.

(4) They may not be authorized to sign (1) grants, contracts, and other obligations that require a [warrant](#) and (2) grants to foreign governments and public international organizations. They may be authorized to sign other obligating documents, e.g., travel authorizations (TAs), miscellaneous obligation documents (MODs), and SF-1190s (Foreign Allowances Application, Grant and Report). It is USAID policy that contracting and assistance warrants be issued only to USDH employees. Only the Office of Acquisition and Assistance (M/OAA) may issue a warrant, except that [AIDAR 701.601\(b\)](#) and [701.603-70](#) provide authority for heads of contracting activities to issue warrants for simplified acquisitions to qualified USDH employees on his or her staff.

(5) A USPSC serving as an Executive Officer may sign residential and functional leases, subject to approval of an exception by the M/OMS Director, or designee, and adherence to the procedures in [ADS 535, Real Property Management Overseas](#) and [6 FAM 730](#).

***c. Exceptions**

(1) The Director, Bureau for Management, Office of Acquisition and Assistance (M/OAA), is authorized to make an exception to [103.3.1.1.b.4](#), and issue a contracting or assistance warrant to an employee other than a USDH.

(2) The Director, Overseas Management Support Staff (M/OMS), is authorized to approve an exception to [103.3.1.1.b.5](#).

(3) Other exceptions to the limitations in paragraph b, above, must be approved by the Assistant Administrator for the Bureau for Management (AA/M).

103.3.1.2 Acting Officials for Presidentially Appointed Senate-Confirmed (PAS) Positions

Effective Date: 07/10/2002

a. The USAID PAS positions are the Administrator, Deputy Administrator, Assistant Administrators (AAs) and the Inspector General (IG).

b. The Federal Vacancies Reform Act of 1998, 5 USC Sec. 3345-3349, prohibits the use of general delegations of authority to fill PAS vacancies on an acting basis. Section 621(a) of the FAA was just such a general delegation authority and was the

agency's principal method for designating an "acting" for a PAS position. Since the authority of section 621(a) is no longer available for that purpose, the agency relies on the "first assistant" authority of the Vacancies Reform Act to fill PAS positions on an acting basis.

c. The "first assistant" of the Administrator is the Deputy Administrator. Except as the Administrator may provide otherwise, the "first assistant" for an AA is the senior deputy AA listed in mandatory reference entitled [Senior Deputy Assistant Administrators](#). The Deputy Inspector General is the first assistant for the Inspector General.

d. The Vacancies Reform Act also permits the use of other explicit statutory provisions and section 624(b) of the FAA qualifies as such an authority. Section 624(b) authorizes the President to establish orders of succession among the other section 624 PAS officers, which are the Administrator, Deputy Administrator, and Assistant Administrators. In accordance with the advice of the Office of Legal Counsel of the Department of Justice (OLC), orders of succession for these positions must be approved by the President. On July 10, 2002, President Bush established an order of succession for the Administrator. See [103.3.3](#), below.

e. An official other than the "first assistant" can be authorized to exercise all of a PAS' authorities under an "alter ego" delegation. However, the official is not the "acting" PAS, but acts in his or her own capacity. For example, a Deputy AA taking action under an "alter ego" delegation signs as Deputy AA, not "acting" AA.

f. The above applies only to a vacancy, e.g., death, resignation, or extended illness. The Vacancies Act does not apply to a temporary absence, like vacation or TDY, of a PAS from the office. For a temporary absence, an acting PAS can be designated under the general delegation section 621(a) of the FAA and is not restricted to first assistants or other PAS officers. Unless another is designated, the PAS' first assistant is the acting PAS during a temporary absence.

103.3.2 International Development Cooperation Agency (IDCA)

Effective Date: 6/3/1999

Effective April 1, 1999, IDCA was abolished and USAID was established as an Executive agency by the Foreign Affairs Reform and Restructuring Act of 1998, 22 USC 6561-6563.

103.3.3 Order of Succession – Administrator

Effective Date: 07/10/2002

On July 10, 2002, President Bush designated an order of succession for the Administrator in the event that both the Administrator and Deputy Administrator are unavailable. See Mandatory External Reference, [Memorandum for the Administrator of the United States Agency for International Development](#). While intended

primarily for vacancies or unavailability in the event of a national security emergency, the order of succession is also available for temporary absences of the Administrator. The general delegation section of section 621(a) of the FAA may be also be used to designate an Acting Administrator. If section 621(a) is used, the acting Administrator does not have to be a PAS.

103.3.4 Deputy Administrator

Effective Date: 10/1/1995

The Administrator has delegated to the Deputy Administrator the authority

- a.** To serve as full Deputy and alter ego to the Administrator;
- b.** To be responsible under the Administrator's general direction for all aspects of the Agency's activities; and
- c.** To represent and exercise the authority of the Administrator with respect to all functions now or hereafter conferred upon or held by the Administrator.

103.3.5 Assistant Administrator for Program and Policy Coordination (AA/PPC)

Effective Date: 5/08/2003

a. The Administrator has delegated to AA/PPC all authorities now available and that may become available to the Administrator relating to all aspects of the following:

- (1) Strategic planning;
- (2) Budget, including program and operating expenditure accounts and staffing decisions and the authority to sign section FAA 632(a) interagency agreements (non-obligating transfers/allocations of funds); and
- (3) Program implementation and evaluation.

b. Included in the general authorities in paragraph a. above is the responsibility for issuing implementing policy directives and required procedures.

c. The general implementation authority in [103.3.5.a.3](#), above includes, but is not limited to, authority to

- (1) Negotiate, execute, amend, and implement grants, loans, memoranda of understanding, and other implementing and ancillary agreements and documents with foreign governments and public international organizations; and issue or approve other implementation documents in connection with the above agreements;

- (2) Review and approve documents and other evidence submitted in satisfaction of conditions precedent;
- (3) Receive and determine the adequacy of assurances of host country contributions under [section 110 of the FAA](#) and to waive such contributions on a case-by-case basis if the country qualifies as relatively least developed under [section 124\(d\) of the FAA](#); and
- (4) Receive and take into consideration certifications under [section 611\(e\) of the FAA](#).

d. The general implementation in [103.3.5.a.3](#), above does not include the following authorities:

- (1) Waiving source, origin, and nationality requirements for goods and services (see [103.3.8.3](#));
- (2) Signing direct USAID contracts (see [AIDAR](#));
- (3) Signing grants and cooperative agreements other than those to foreign governments or to public international organizations (see [103.3.8.11](#));
- (4) Signing FAA section 632(b) and other interagency agreements (see [103.3.8.10](#)); and
- (5) Approving host country contracts and amendments, including waivers of competition and advertising requirements.

103.3.6 Deputies of Assistant Administrators and Deputies of Heads of Independent Offices

Effective Date: 10/1/1995

The Administrator has delegated to the deputies of Assistant Administrators and the deputies of heads of independent offices the authority to act as the alter ego of their principals.

103.3.7 Executive Secretary (ES)

Effective Date: 10/1/1995

The Administrator has delegated to the Executive Secretary authority to

- a. Classify, downgrade, and declassify Secret and Confidential information material; and
- b. Administer oaths of office.

103.3.7.1 Office of Security (SEC)

Effective Date: 11/10/1999

In addition to those authorities in [ADS 101.3.1.4](#) and [ADS 201](#), the Administrator has delegated to the Director of the Office of Security the authority to

- a. Classify, downgrade, and declassify Secret and Confidential information material; and
- b. Administer oaths in support of lawful security investigations and to delegate this authority, at his or her discretion, to duly appointed Office of Security Agents.

103.3.8 Assistant Administrators, Mission Directors, and Other Principal Officers

Effective Date: 10/1/1995

The following subpolicy directives are delegations to more than one Assistant Administrator, [Mission](#) Director, or other principal officer of USAID field posts.

103.3.8.1 Strategic Planning

Effective Date: 5/08/2003

Assistant Administrator for Program and Policy Coordination (AA/PPC) has delegated to Assistant Administrators, for their respective areas of responsibility, authority for strategic planning in accordance with [ADS 201](#).

103.3.8.2 Program Implementation Authorities

Effective Date: 5/08/2003

AA/PPC has delegated to Assistant Administrators, for their respective areas of responsibility, the program implementation authorities in [103.3.5](#), including the authority to sign section [FAA 632\(a\)](#) interagency agreements (non-obligating transfers/allocations of funds).

103.3.8.3 Source, Origin, and Nationality for Procurement

Effective Date: 10/1/1995

- a. **Goods and Services.** The Administrator has delegated to Assistant Administrators for their respective areas of responsibility, the authority to waive source, origin, and nationality requirements for the procurement of goods and services, other than transportation services, in accordance with applicable criteria.
- b. **Transportation Services.** The Administrator has delegated to the following officials the authority to waive transportation source requirements for ocean transportation services in accordance with applicable criteria:

(1) AA/M; and

(2) Assistant Administrator, Bureau for Asia and the Near East (AA/ANE) with respect to the Egypt Mission only and provided that a determination of non-availability has been made by Transportation [Division](#) of the Office of Acquisition and Assistance (M/OAA/T).

c. Limitation on Redelelegation by Principal Officers of USAID Field Posts.

(1) The authorities in [103.3.8.3.a](#), (Goods and Services) above, may be redelegated to Mission Directors and other principal officers of USAID field posts but, except for the Egypt Mission, may not be further delegated.

(2) AA/ANE may authorize the Mission Director in Egypt to redelegate the authorities in [103.3.8.3.a](#), (Goods and Services) and [103.3.8.3.b](#), (Transportation), above, without regard to the limitation on redelegation in [103.3.8.3.c.1](#), above.

103.3.8.4 General Delegation of Authority to Coordinate with Other U.S. Government Agencies on Economic Cooperation Activities

Effective Date: 10/1/1995

General Authority. Assistant Administrators are delegated by the Administrator for their respective areas of responsibility the authority for coordination with other U.S. Government agencies of economic cooperation activities in developing countries, including the following:

- a.** Approving or requesting the activities of the U.S. Forest Service under section 602 of the International Forestry Cooperation Act of 1990;
- b.** Consulting with the Department of Energy under sections 1211, 1332, and 1608 of the Energy Policy Act (See Mandatory Reference, Pub. L. No. 102-486) concerning global technology transfer programs; and
- c.** Taking any other action in conjunction with, or coordination with, other Federal agencies necessary to effectively carry out programs of economic cooperation in developing countries.

103.3.8.5 Acceptance and Use of Gifts to the Agency

Effective Date: 10/1/1995

The Administrator has delegated to Assistant Administrators, for their respective areas of responsibility, the authority to accept and use gifts to the Agency. [For acceptance of gifts by individuals see the Standard of Conduct regulations at [5 CFR 2635](#).]

103.3.8.6 Reimbursable Programs under Section 607 of the FAA

Effective Date: 10/1/1995

The Administrator has delegated the following authorities:

- a. Section 607 Programs of Other Agencies.** The Assistant Administrator for Bureau for Policy and Program Coordination (AA/PPC) is delegated the authority to make "section 607 determinations," i.e., that the furnishing of goods and services on a reimbursable basis is consistent with, and in furtherance of, the purposes of part I of the FAA and within the limitations of the FAA, for the section 607 programs of other agencies.
- b. USAID Section 607 Programs.** Assistant Administrators, within their areas of responsibility, are delegated the authority to make section 607 determinations and to authorize and administer USAID 607 programs. AA/PPC is delegated authority to make section 607 determinations for inter-regional or interbureau USAID section 607 programs.
- c. Excess Property.** AA/M, Mission Directors, and other Principal Officers of USAID field posts are delegated the authority to make section 607 determinations for excess property.

103.3.8.7 Food Aid Authorities

Effective Date: 10/1/1995

The Administrator has delegated the following authorities:

- a.** Assistant Administrator, Bureau for Humanitarian Response (AA/BHR) is delegated all food-aid functions and authorities, including the authority to amend the delegation in [103.3.8.7.d](#), below, except as provided in [103.3.8.7.b](#) and [103.3.8.7.c](#), below.
- b.** Regional Assistant Administrators, with clearance by AA/BHR, are delegated the authority for the following actions with respect to Title III, of the Agriculture Trade Development and Assistance Act of 1954, as amended (Pub. L. 480, 7 U.S.C. 1691 et. seq.):
 - (1) Authorization of the donation of agricultural commodities;
 - (2) Negotiation, execution, and implementation of donation agreements in accordance with the terms of the authorization;
 - (3) Amendment of any authorization and of any donation agreement;
and

(4) Findings, determinations and actions required under Title IV of Pub. L. 480 that relate to donations and agreements for specific countries and their terms and conditions.

c. Assistant Administrator for Management (AA/M) is delegated the functions and authorities in section 407(d) of Pub. L. 480, with respect to the purchase of ocean transportation services and authority to sign, on behalf of USAID, U.S. Government contracts under section 407(d) and grants and cooperative agreements under Title V of Pub. L. 480.

d. Pub. L. 480 Claims. Mission Directors, other principal officers of USAID field posts, and principal diplomatic officers in countries where USAID is not represented, are delegated the following authorities with respect to Pub. L. 480 claims against private voluntary agencies arising under USAID Regulation 11 (See Mandatory Reference, [AID Reg 11 or 22 CFR 211](#)):

- (1) To administratively collect such claims;
- (2) To suspend or terminate claims not exceeding \$10,000; and
- (3) To compromise claims not exceeding \$20,000 where the amount to be relinquished does not exceed \$10,000.

e. Redelegation.

(1) AA/BHR may redelegate the authorities in 103.3.8.7, paragraph a., above as follows:

(a) The functions and authorities in Title V of Pub. L. 480 may be redelegated to the Director of the Office of Private and Voluntary Cooperation. This {does not include authority to sign grants and cooperative agreements (See 103.3.8.7, paragraph c.); and

(b) All other food-aid functions and authorities may be redelegated to the Director of the Office of Food for Peace who may redelegate further such authorities and functions as the Director deems appropriate.

(2) Regional Assistant Administrators may redelegate:

(a) The authority to negotiate, execute, and implement agreements, including amendments, to the principal USAID officer in the country where the donation is made; and

- (b) The authority to execute agreements, and amendments, to the principal United States diplomatic officer in the country where the donation is made.

The authority to implement agreements may be redelegated in such manner as the principal USAID officer deems appropriate, but other authorities may not be redelegated further.

f. Monitoring. Except for donations through the World Food Program and other agencies of the United Nations, no food-aid activity may be conducted in a country without the clearance of an officer of the appropriate Regional Bureau and the principal USAID officer in the country. These officers will be responsible for monitoring all food-aid activities in the country, unless other arrangements for monitoring are approved by the AA/BHR and the Regional Assistant Administrator.

103.3.8.8 Housing Guaranty, Other Credit Programs, and Agricultural and Productive Credit and Self Help Community Development Programs

Effective Date: 10/1/1995

The Administrator has delegated the following authorities :

a. The Assistant Administrator, Bureau for Global Programs, Field Support and Research (AA/G) is delegated the authority to

- (1) Authorize inter-regional credit programs; and
- (2) Implement the Housing Guaranty (HG) and Micro and Small Enterprise Development (MSED) Programs, including the authority to negotiate, execute, and implement agreements for these programs.

The AA/G must exercise the delegated authorities in consultation with, and subject to the policy guidance of, the appropriate Regional Assistant Administrators and field Missions. AA/G may redelegate her or his authorities to the Regional Bureaus.

b. For their respective geographic areas of responsibility, Regional Assistant Administrators are delegated the authority to

- (1) Authorize HG and MSED Programs except for inter-regional programs, for which authority has been delegated to the AA/G in [103.3.8.8.a](#) above;
- (2) Authorize all loan, guarantee, and other credit programs except for inter-regional programs, for which authority has been delegated to the AA/G in [103.3.8.8.a](#) above; and

(3) Implement loan, guaranty, and other credit programs, including the authority to negotiate, execute and implement agreements for these programs, except for the HG and MSED programs, for which authority has been delegated to the AA/G in [103.3.8.8.a](#) above.

c. In addition to the authorities conferred upon him or her as a Regional Assistant Administrator, the Assistant Administrator, Bureau for Latin America and the Caribbean (AA/LAC), is delegated full authority for the Agricultural and Productive Credit and Self-Help Community Development Programs in existence as of May 19, 1982, except for the authority to issue guaranties for such Programs.

103.3.8.9 Registration of Indigenous Private and Voluntary Organizations

Effective Date: 7/17/2000

[AA/BHR discontinued the requirement for registration of local Private Voluntary Organizations (PVOs), effective December 31, 1999, (General Notice 1/28/2000) and on July 17, 2000, rescinded the delegation to Mission Directors to register local PVOs.]

***103.3.8.10 Interagency Agreements**

Effective Date: 11/04/2004

a. The Assistant Administrator, Bureau for Management (AA/M) has delegated to Assistant Administrators and Heads of Independent Office the authority to negotiate, execute, and amend interagency agreements under section 632(b) of the FAA and other authorities where USAID is the

(1) Requesting or funding agency and the agreement is for inherently governmental functions or technical assistance; or

(2) Furnishing agency.

b. AA/M has delegated authority to Mission Directors to negotiate, execute, and amend interagency agreements under the International Cooperative Administrative Support Services (ICASS) program ([ADS 520, International Cooperative Administrative Support Services \(ICASS\)](#)).

c. AA/M has delegated authority to the Director, Office of Resource Allocation (PPC/RA) to negotiate, execute, and amend interagency agreements under section 632(b) of the FAA, and other authorities and transfer and allocation agreements under section 632(a) of the FAA.

d. The authorities in [103.3.8.10 a. and b.](#) above do not include the authority to sign transfer and allocation agreements under section 632(a) of the FAA.

*e. Contracting authority delegated to individuals through warrants includes the authority to enter into section 632(b) interagency agreements, including PASAs and RSSAs (See [ADS 306, Interagency Agreements](#)).

103.3.8.11 Grants and Cooperative Agreements

Effective Date: 10/1/1995

a. AA/M has delegated to Mission Directors and other principal officers of USAID field posts the authority to negotiate, execute, and amend grants and cooperative agreements, other than those to foreign governments or to public international organizations, in an amount not exceeding \$100,000 (or local currency equivalent) in the aggregate (Note: for grants to foreign governments and public international organizations see [103.3.8.2](#)).

b. Limitation on Redelelegation. The authority delegated in [103.3.8.11.a](#), above may not be redelegated, but may be exercised by authorized persons acting as the Mission Director or other principal officer.

c. Authority of Contracting Officers. This delegation does not detract in any way from the authority of Contracting Officers to negotiate, execute, amend, and administer grants and cooperative agreements.

103.3.8.12 Claims

Effective Date: 10/1/1995

a. The Director, Bureau for Management, Office of Financial Management (M/FM) has delegated to Mission Directors and other principal officers of USAID field posts, the authority to settle (compromise, suspend, terminate, or waive) claims that do not exceed \$5,000, exclusive of late payment charges, interest penalties, and administrative cost charges.

b. Exclusions: The authority in [103.3.8.12.a](#) does not apply to Pub. L. 480 claims.

c. The Counsel General has delegated to Mission Directors and other principal officers of USAID field posts the authority to settle tort claims in an amount not to exceed \$25,000.

103.3.8.13 Performance-Based Actions

Effective Date: 10/1/1995

a. The Director of the Office Human Resources (M/HR) has delegated to Assistant Administrators and Directors of independent offices the authority to take and decide performance-based actions, as specified in [5 USC 43](#) and related regulations. These include reassignments, demotions, and removals for unsatisfactory performance, subject to consultation and coordination with Director of the Office Human Resources or designees.

- b. Any redelegation of the authority in [103.3.8.13 a](#), above is subject to approval by Director of the Office of Human Resources or designees.

103.3.8.14 Waiver of Transportation Source Requirements

Effective Date: 10/1/1995

- a. The Assistant Administrator, Bureau for Management (AA/M) has delegated to officials in the field with authority to waive source requirements for goods and services, the authority to waive in accordance with applicable criteria (see [ADS 314.5.1b](#)) the flag registry requirements for ocean transportation services. This is to permit financing of transportation on ocean vessels under flag registry of any country included in [USAID Geographic Code 935](#) (Special Free World), provided, that such authority may be exercised only for shipment of goods for which the official has approved a commodity source.

- b. The authority delegated in [103.3.8.14 a](#), above may not be further redelegated.

103.3.8.15 Details to Foreign Governments and International Organizations under Sections 627 and 628 of the FAA

Effective Date: 6/3/1999

The Administrator has delegated the following authorities:

- a. **Other Agencies.** The Administrator has delegated to the Assistant Administrator, Bureau for Policy and Program Coordination (AA/PPC) the authority to make "section 627/628 determinations." This means that the delegation advances the purposes of the FAA, for the detail of the employees of other agencies to foreign governments and international organizations under sections 627 and 628 of the FAA.
- b. **USAID.** Under its general personnel authorities in [103.3.10](#), the Administrator has delegated to the Assistant Administrator for Management (AA/M) the authority to make "section 627/628 determinations" for USAID employees.

103.3.9 Principal Diplomatic Officers

Effective Date: 10/1/1995

- a. In countries where there is no USAID Mission or Office, the Administrator has delegated to principal diplomatic officers of the United States the authorities delegated to Mission Directors of USAID Missions.
- b. The exercise of the authorities in [103.3.9.a](#), above is subject to the same limitations applicable to the exercise of such authorities by Mission Directors and such other limitations as the cognizant USAID Regional Assistant Administrator may specify.

c. The authorities in [103.3.9.a](#), above may be redelegated to the officers at post principally responsible for USAID activities.

103.3.10 Bureau for Management (M)

Effective Date: 10/1/1995

The following subpolicies are the delegations for the Bureau for Management.

103.3.10.1 Assistant Administrator for Management (AA/M)

Effective Date: 5/08/2003

a. General Authority.

The Administrator has delegated to the AA/M all current and future authorities available to the Administrator relating to all aspects of human resources management; information resources management; acquisition and assistance; management planning; and other administrative management functions, except as noted below or specifically delegated to another.

b. Authorities Reserved to the Administrator. The following authorities are reserved to the Administrator:

- (1) The authorities of sections 624 and 631(c) of the FAA regarding officers appointed by the President and confirmed by the Senate and Chairman of the DAC;
- (2) The appointment, assignment, and removal of mission directors, deputy mission directors, and USAID representatives; and
- (3) The "Head of the Agency" authorities, which the Federal Acquisition Regulation (FAR), states are not delegable. See Mandatory Reference to [ADS 302](#).

c. Acquisition and Assistance. The authorities in [103.3.10.1.a](#), above include, but are not limited to, the following:

- (1) To act as "Head of the Agency" in accordance with the Federal Acquisition Regulation (see [FAR](#), Mandatory Reference to [ADS 302](#)), except as limited in [103.3.10.1.b](#), above;
- (2) To negotiate, execute, amend, and administer
 - (a) U.S. Government contracts;
 - (b) Interagency agreements obligating USAID funds, under section 632(b) of the FAA and any other authority, including

Participating Agency Service Agreements (PASAs) and Resources Support Service Agreements (RSSAs); and

(c) Grants (other than those to foreign governments) and cooperative agreements.

(3) To administer the host country contract system, including approvals of contracts and waivers of competition and advertising requirements;

(4) To take extraordinary contractual actions in accordance with Sections 3 and 4 of Executive Order 11223;

(5) To administer the commodity and ocean transportation management functions; and

(6) To determine the eligibility and responsibility under suspension/debarment regulations, the Drug Free Workplace Act, and similar statutes and regulations.

d. Budget. The authorities in [103.3.10.1.a](#), above include, but are not limited to, the preparation, execution, transaction management, and tracking of USAID's budget.

e. Information Resources Management. The authorities in [103.3.10.1.a](#), above include, but are not limited to, serving as the Designated Senior Official (DSO) for Information Resources Management. (See also [ADS 101](#) for the Policy, Planning and Compliance Division's (M/FM/PPC) development information functions.)

f. Other Administrative Management Functions. The authorities in [103.3.10.1.a](#) above include, but are not limited to, the following:

(1) To administer all aspects of USAID's property management function, including real and personal, foreign and domestic, and surplus and excess;

(2) To authorize expenditures under section 636(b) of the FAA;

(3) To authorize and approve official travel, transportation, and storage; and

(4) To accept and use gifts.

g. Regulations. Included in this general delegation is the authority to issue, amend, or waive regulations.

h. This section, [103.3.10.1](#), shall govern in the event of conflict with other provisions of ADS.

103.3.10.2 Director, Office of Financial Management (M/FM)

Effective Date: 3/16/2000

a. The Administrator has delegated to the Director all current and future authorities available to the Administrator relating to all aspects of financial management, including but not limited to the following:

(1) To serve as the Agency's Chief Financial Officer and to exercise all of the authorities under the Chief Financial Officers Act of 1990 (CFO Act); and

(2) To collect, compromise, suspend, terminate, or waive claims by or against the Agency, except for tort claims against the Agency.

b. Regulations. Included in [103.3.10.2.a](#), above is the authority to issue, amend, or waive regulations to exercise any authority vested in the Administrator in such regulations, and to revoke or amend any delegations from the Administrator to Management Bureau officials.

c. The Director, M/FM, is delegated by AA/M authority to:

(1) Negotiate, execute, amend, and administer interagency agreements in the area of financial management;

(2) Authorize expenditures under section 636(b) of the FAA;

(3) Approve exceptions under section 113 and other sections of the Foreign Service Travel Regulations (see 6 FAM 120) and Federal Travel Regulations;

(4) Make any other determination, waiver, exception, or other action authorized by law or regulation; and

(5) Approve exceptions to the mandatory use of the Government-sponsored travel charge card. This authority has been redelegated by the CFO to the Government-Sponsored Travel Card Coordinator in FM.

103.3.10.3 Chief, Payroll Division (FM/P)

Effective Date: 10/1/1995

The Director, M/FM has delegated to the FM/P authority to withhold taxes, file required returns, and pay taxes in accordance with agreements entered into between the Secretary of the Treasury and the States, the District of Columbia, and U.S. cities and counties.

**103.3.10.4 Chief, Bureau for Management, Office of Financial Management,
Central Accounting and Reporting Division (M/CFO/CAR)**

Effective Date: 10/1/1995

The Director, M/FM has delegated to the FM/CAR the following authorities:

- a. Claims authority in [103.3.10.2](#);
- b. Authority to appoint and revoke appointments of certifying officers;
- c. Authority to designate overseas cashiers, to request the Department of Treasury designation of domestic cashiers, and to request the revocation of such designations;
- d. Authority to sign requests for relief concerning physical losses or deficiencies applying to cashiers of imprest funds. This includes authority to make findings, determinations, and recommendations relating to the relief of accountable officers, in accordance with [title 31 of the U.S. Code](#);
- e. Authority to request the Department of Treasury to designate agents to distribute checks; and
- f. Authority to sign Foreign Currency Transfer Authorizations.

103.3.10.5 Director, Office of Information Resources Management (M/IRM)

Effective Date: 10/1/1995

AA/MM has designated to the Director, M/IRM, the Agency's Senior IRM Manager, and delegates the following responsibilities, including those delegated to AA/M as USAID's Designated Senior Official for Information Resources Management:

- a. Coordination with other Agency components to develop and update annually the Agency-wide five-year IRM Strategic Plan;
- b. Coordination with other Agency components to develop an annual Agency-wide IRM budget;
- c. Development and promulgation of IRM policy directives, procedures, and guidelines for the economical and effective management of information resources, TEMPEST, COMSEC, and Secure Telephone Units;
- d. Oversight responsibility of all IRM activities in the Agency (to include conducting program reviews of information resources management activities);
- e. Acquisition, review, and approval authority for all acquisitions containing Federal information processing resources;

- f. Management of the Agency's compliance with
- Sections 3506(c) (1), (2), (6), and (7) of the Paperwork Reduction Act, as amended;
 - OMB Circular A-130;
 - Sections 5 and 6 of the Computer Security Act;
 - TEMPEST Countermeasures for Facilities;
 - COMSEC Guidance for Automated Data Processing (ADP) Systems; and
 - Operational Security Doctrine for Secure Telephone Units.
- g. Development, coordination, implementation and maintenance, administration, and integration of Agency corporate automated information systems (both numerical and textual).

***103.3.10.6 Reserved**

Effective Date: 11/10/2004

***103.3.10.7 Director, Bureau for Management, Office of Acquisition and Assistance (M/OAA)**

Effective Date: 11/10/2004

- *a. AA/M has designated to the Director, M/OAA, the Senior Procurement Executive, Chief Acquisition Officer and Assistance Executive and delegates the procurement and assistance authorities delegated to AA/M in [103.3.10.1](#), particularly the authorities specified in [103.3.10.1.c](#).
- *b. The authority to:
- (1) Act as the Head of the Agency for all purposes described in the Federal Acquisition Regulation, including the authority to issue and terminate Certificates of Appointment ("warrants") to Contracting Officers (per FAR 1.6); and
 - (2) Negotiate, execute, amend, and administer grants (other than those to foreign governments) and cooperative agreements, including the authority to issue and terminate Certificates of Appointment ("warrants") to Agreement Officers.
- *c. A Contracting or Agreement Officer issued a contracting or assistance warrant can not further redelegate this authority, except that the Contracting or

Agreement Officer can delegate certain administrative duties and authorities to a Cognizant Technical Officer (CTO) by issuing a formal designation letter issued in accordance with [ADS 302](#) or [ADS 303](#).

103.3.10.8 Chief, Bureau for Management, Office of Procurement, Evaluation Division (M/OP/E)

Effective Date: 6/3/1999

The Director, M/OP has delegated to the Chief, M/OP/E, authority to issue ad hoc delegations of assistance or acquisition authority, including authority for micropurchases as defined in FAR 2.101 (see [FAR](#), Mandatory Reference to [ADS 302](#)).

103.3.10.9 Bureau for Management, Office of Administrative Services (M/AS)

[Reserved]

103.3.10.10 Deputy Director, M/AS

[Reserved]

103.3.10.11 Chief, Travel and Transportation Division (M/AS/TT)

[Reserved]

103.3.10.12 Chief, Property Management Division (M/AS/PMD)

[Reserved]

103.3.10.13 Chief, Information Records Division (M/AS/IRD)

[Reserved]

103.3.10.14 Deputy Assistant Administrator for Office of Human Resources (M/DAA/HR) Primary Responsibility for Human Resources Management

Effective Date: 10/13/2000

a. AA/M has delegated to the Deputy Assistant Administrator for Human Resources primary responsibility for all aspects of human resources management. This includes all of the authorities delegated to AA/M for human resources management (see [ADS 103.3.10.1](#)), including

- Employee training and career development;
- Pay and allowance policy;

- The authority to sign interagency agreements for human resources management functions; and
 - The authority to redelegate the authority to sign such interagency agreements.
- b.** As a matter of administrative practice, HR forwards the following actions to the Administrator or Deputy Administrator through AA/M for approval:
- (1) Appointment /Reassignment of Senior Executive Service (SES), Administratively Determined (AD), PAS, and Schedule C employees;
 - (2) Foreign Service Commissioning List;
 - (3) Designation of Senior Management Group (SMG) positions and assignment, including extensions, of employees to SMG positions;
 - (4) Nonreimbursable details out of the Agency, including Intergovernmental Personnel Act (IPAs) details ;
 - (5) Reimbursable details and transfers to international organizations for more than five years (together with State);
 - (6) Foreign Service (FS) promotion numbers;
 - (7) Senior Foreign Service (SFS) Limited Career Extensions;
 - (8) Senior Foreign Service/Senior Executive Service (SFS/SES) Performance Pay;
 - (9) SFS/SES Presidential Rank Award nominations;
 - (10) Administratively Determined (AD) employees pay and performance bonus awards;
 - (11) Appointment of Chair and members of USAID's Special Awards Committee (SAC);
 - (12) All awards, monetary and non-monetary, recommended for approval by USAID's Special Awards Committee;
 - (13) USAID Membership on the Board of the Foreign Service;
 - (14) Civil Service/Foreign Service (CS/FS) Furloughs and Reductions in Force (RIFs); and
 - (15) Sabbaticals for SES/SFS.

103.3.11 Bureau for Africa (AFR)

Effective Date: 10/1/1995

The following policy directives are the delegations for the Bureau for Africa.

103.3.11.1 Mission Directors and USAID Principal Officers

Effective Date: 10/1/1995

AA/AFR has delegated to the Mission Directors and USAID Principal Officers in the AFR region the following authorities:

- a.** Strategic planning authority in accordance with [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except that:

 - (1) The authority to take into consideration FAA section 611(e) certifications and to sign FAA 632(a) agreements is not delegated; and
 - (2) Before approving macroeconomic or sector assistance involving resource transfers in accordance with Policy Paper "Program Assistance" (formerly referred to as "non-project assistance"), USAID principal officers must have the clearance of AA/AFR based on review of information concerning such proposed assistance included in the [Results Review and Resource Request \(R4\)](#) submission. Each R4 submission that proposes this mode of assistance must include a reform matrix, discussions of dollar use, and local currency generation and use, as well as such additional information as may be specified in AFR/W guidance.
- b.** The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in Good and Services (see [103.3.8.3.a](#)). This authority may not be further redelegated.
- c.** The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#).
- d.** The authority to accept and use gifts as set forth in section [103.3.8.5](#).
- e.** The authority stated in section [103.3.8.7.b.2](#), to negotiate, execute, and implement food aid donation agreements in accordance with the terms of the authorization. The authority to implement such agreements can be redelegated further, but the authorities to negotiate and execute agreements can not.
- f.** The authority to implement loan, guaranty, and other credit programs (except for the Housing Guaranty and Micro and Small Enterprise Development (MSSED) programs) set forth in section [103.3.8.8.b](#).

103.3.11.2 Directors of the Office of West African Affairs (AFR/WA), the Office of Sustainable Development (AFR/SD), the Disaster Response Coordination Office (AFR/DRC), the Office of Eastern Africa Affairs (AFR/EA), the Office of Southern Africa Affairs (AFR/SA) and the Office of Development Planning (AFR/DP) (Collectively, "AFR/W Office Directors")

Effective Date: 1/19/1996

AA/AFR has delegated to AFR/W Office Directors the following the authorities, effective January 19, 1996:

a. The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), including but not limited to, authority to

(1) Negotiate, execute, amend, and implement strategic, support, and special objective grants, loans, memoranda of understanding, and other implementing and ancillary agreements and documents with public international organizations and foreign governments. Issue, and issue or approve other implementation documents in connection with the above agreements.

(2) Amend existing project, program, and other agreements and take other actions necessary to make the transition to the new ADS Managing for Results system.

(3) Review and approve documents and other evidence submitted in satisfaction of conditions precedent

(4) Approve host country contracts and amendments, including waivers of competition and advertising requirements. This authority is subject to AA/M approval of host country contracts and amendments over \$10 million and the limitations on redelegation to the field of [ADS 302](#) and Additional Help Reference, [Country Contracting](#).

(5) Receive and determine the adequacy of assurances of host country contributions under section 110 of the FAA and to waive such contributions on a case-by-case basis if the country qualifies as relatively least developed under [section 124\(d\) of the FAA](#).

b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in Goods and Services (see [103.3.8.3.a](#)). This authority may not be further redelegated.

- c. Procurement under the Development Fund for Africa (DFA). The authority to implement the procurement authorities stated in [Section 496 of the Foreign Assistance Act of 1961, as amended](#). This authority must be exercised in accordance with the Updated and Reissued Africa Bureau Instructions on Implementing DFA Procurement Authorities, dated February 1, 1993, as may be from time to time amended, including the provision in said instructions calling for U.S. procurement to the maximum extent practicable.
- d. The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#).
- e. The authority to accept and use gifts as set forth in section [103.3.8.5](#).
- f. The authority in section [103.3.8.6.b](#) to authorize and administer reimbursable programs under section 607 of the FAA.
- g. The authority to register regional, foreign private and voluntary organizations, i.e., that conduct operations in more than one country within a USAID geographic region.
- h. Exceptions
 - (1) The authority to sign section 632(a) interagency agreements (non-obligating transfers of funds) and section 632(b) interagency agreements (obligating transfers of funds) is not delegated by this Delegation of Authority.
 - (2) Before approving macroeconomic or sector assistance involving resource transfers (formerly referred to as "non-project assistance"), USAID principal officers must have the clearance of AA/AFR based on review of information concerning such proposed assistance included in the R4 submission. Each R4 submission that proposes this mode of assistance must include a reform matrix, discussions of dollar use, and local currency generation and use, as well as such additional information as may be specified in AFR/W guidance.
- i. Country, Regional and USAID/W Support. In carrying the authorities delegated above, each AFR/W Office Director and his or her staff shall obtain
 - (1) All required or otherwise appropriate clearances (legal, procurement, financial, technical) prior to approving actions; and
 - (2) Such additional appropriate country, regional, and/or USAID/W support in planning and carrying out assistance activities.

103.3.11.3 Special Self-Help (SSH) and Democracy and Human Rights Fund (DHRF) Programs

Effective Date: 5/1/2002

AA/M has delegated to ambassadors and other principal U.S. diplomatic officers in African countries with or without a USAID Mission the authority to negotiate, execute, amend, implement, and otherwise administer SSH and DHRF agreements with foreign governments and nongovernmental organizations in accordance with the guidelines established in the Department of State Special Self Help and the Democracy and Human Rights Fund Manuals.

103.3.12 Bureau for Asia and the Near East (ANE)

Effective Date: 10/1/1995

The following subpolicy directives are the delegations for the Bureau for Asia and the Near East.

103.3.12.1 ANE Mission Directors and Principal Officers

Effective Date: 10/1/1996

The Assistant Administrator for Asia and the Near East (AA/ANE) has delegated to the Mission Directors and USAID Principal Officers in countries or areas of the Asia and the Near East (ANE) region now or hereafter under the responsibility of the AA/ANE, each with respect to the country or countries for which he or she is responsible, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Program Implementation); [103.3.8.3](#) (Source, Origin, and Nationality for Procurement); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance and Use of Gifts); [103.3.8.7.b](#) (Food Aid); and [103.3.8.8.b](#), (Housing Guaranty and other Credit Programs) except that

a. The authorities delegated in accordance with [ADS 201](#) do not include the authority to approve

- (1) Strategic plans and substantive amendments of those plans;
- (2) Exceptions to the strategic planning procedures; and
- (3) The substantive terms and conditions of management contracts and amendments to those management contracts.

b. The authorities delegated in accordance with section [103.3.8.2](#) do not include

- (1) The authority to receive and take into consideration certifications under [section 611\(e\) of the FAA](#); or
- (2) Sign section 632(a) interagency agreements [non-obligating transfers of funds].

c. The authorities delegated in accordance with section [103.3.8.3](#) may not be delegated further.

d. In the case of the USAID/Mission to Egypt only, the authorities delegated in accordance with section [103.3.8.3](#).

(1) Include the authority to waive transportation source requirements for ocean transportation services in accordance with applicable criteria, provided that a determination of non-availability has been made by the Bureau for Management, Office of Procurement, Commodity Management Division (M/OP/COM); and

(2) May be redelegated further.

e. The authorities delegated in accordance with section [103.3.8.7.b](#) are subject to clearance by AA/BHR, and do not include

(1) The authority to authorize or amend the authorization for the donation of agricultural commodities; and

(2) The authority to make findings, determinations, and actions required under Title IV of Pub. L. 480 that relate to donations and agreements for specific countries and their terms and conditions.

f. The implementation authorities delegated in accordance with section [103.3.8.8.b](#) may be redelegated in such a manner as the respective USAID Mission Director or Principal Officer deems appropriate, but other Food Aid authorities may not be delegated further.

103.3.12.2 USAID/Egypt Regional Contracting Officer (RCO/E)

Effective Date: 10/1/1995

DAA/M authority has delegated to RCO/E authority to approve host country contracts awards in the amount of \$10 million or more, including contract amendments in that amount, and related actions.

103.3.13 Bureau for Europe and Eurasia (E&E)

Effective Date: 7/10/2000

The following subpolicy directives are the delegations for the Bureau for Europe and Eurasia.

103.3.13.1 E&E Mission Directors, Principal Officers, and E&E Washington-Based Office Directors

Effective Date: 7/10/2000

The AA/E&E has delegated to the Mission Directors and Principal Officers in countries or areas of the E&E region and the E&E Washington-based Office Directors each with respect to their functional area responsibilities now or in future under the responsibility of the AA/E&E, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Program Implementation); [103.3.8.3](#) (Source, Origin, and Nationality for Procurement); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance and Use of Gifts); [103.3.8.7.b.2](#) (Food Aid); and [103.3.8.8.b](#) (Housing Guaranty and other Credit Programs) except that

a. The authorities delegated in accordance with [ADS 201](#) do not include the authority to approve:

- (1) Strategic plans and substantive amendments concerning them;
- (2) Exceptions to the strategic planning procedures; and
- (3) The substantive terms and conditions of management contracts and amendments concerning them.

b. The authorities delegated in accordance with section [103.3.8.2](#) do not include the authority to:

- (1) Receive and take into consideration certifications under section 611(e) of the FAA; or
- (2) Sign section FAA 632(a) interagency agreements (non-obligating transfers/allocations of funds).

c. The authorities delegated in accordance with section [103.3.8.3](#) may not be delegated further;

d. The authorities delegated in accordance with section [103.3.8.7.b.2](#) are to negotiate, execute, and implement Title III donation agreements in accordance with the terms of the authorization. The authority to implement agreements may be redelegated but the other authorities may not be redelegated further.

e. The Director, USAID/Central Asia is delegated the authority of a USAID Principal Officer with respect to the countries of Kazakstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan.

f. The Director, USAID/Caucasus is delegated the authority of a USAID Principal Officer with respect to the countries of Georgia and Azerbaijan.

g. The Director, USAID/Ukraine is delegated the authority of a USAID Principal Officer with respect to the countries of the Belarus, Moldova, and Ukraine.

h. The Director, Regional Services Center, Budapest, is delegated the authority of a USAID Principal Officer with respect to activities in Hungary.

103.3.13.2 Enterprise Funds

Effective Date: 12/12/2000

a. M/OP/OD has delegated to AA/E&E authority for the award and administration of all E&E Enterprise Fund grants. This authority includes, but is not limited to the following:

- (1) Negotiating and executing grant awards and grant modifications, and
- (2) Administering and terminating grants.

b. The authority in [103.3.13.2.a](#) has been delegated to the Director of the Office of Management Initiatives (E&E/MT).

103.3.14 Bureau for Latin America and the Caribbean (LAC)

Effective Date: 10/1/1995

The following subpolicy directives are the delegations for the Bureau for Latin America and the Caribbean.

**103.3.14.1 Director, Office of Strategic and Portfolio Management (LAC/SPM);
Director, Office of Regional Sustainable Development (LAC/RSD);
and Director, Office of Development, Planning and Budget
(LAC/DPB)**

Effective Date: 10/1/1995

AA/LAC has delegated to the above officials the following authorities:

a. Strategic planning authority in accordance with [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except signing FAA section 632(a) agreements;

b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than of transportation services) as stated in section [103.3.8.3.a](#);

c. The authority to coordinate with other U.S. government agencies on economic development matters stated in section [103.3.8.4](#);

- d. The authority to accept and use gifts stated in section [103.3.8.5](#);
- e. The authority to authorize and administer reimbursable USAID programs in accordance with section 607 of the FAA set forth in section [103.3.8.6](#); and
- f. The housing guaranty and the credit program authorities stated in section [103.3.8.8.b.3](#).

103.3.14.2 LAC Mission Directors and USAID Principal Officers

Effective Date: 11/17/2003

AA/LAC has delegated to the Mission Directors and USAID Principal Officers in the LAC region the following authorities:

- a. Strategic planning authority in accordance with [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except signing FAA 632(a) agreements;
- b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in section [103.3.8.3](#);
- c. The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#);
- d. The authority to accept and use gifts as set forth in section [103.3.8.5](#);
- e. The authority to authorize and administer reimbursable USAID programs in accordance with FAA section 607 as stated in section [103.3.8.6](#);

[Removed former paragraph f, authority to register indigenous foreign private and voluntary organizations (PVOs) set forth in section 103.3.8.9.]

- f. The food aid authorities stated in sections [103.3.8.7.b.2](#), [103.3.8.7.b.3](#), and [103.3.8.7.b.4](#) to negotiate, execute, amend, and implement food aid donation agreements in accordance with the terms of the authorization. The authority to implement such agreements can be delegated further, but the authorities to negotiate, execute, and amend agreements can not; and
- g. The authorities to implement loan, guaranty, and other credit programs (except for the Housing Guaranty (HG) and Micro and Small Enterprise Development (MSED) programs), and the agricultural and productive credit and self-help community development programs, set forth in section [103.3.8.8.b](#) and [103.3.8.8.c](#).

103.3.14.3 Latin America Development Act of 1960

Effective Date: 08/11/2001

The Administrator has delegated to AA/LAC the authority to act on behalf of the U.S. Government with regard to the Latin America Development Act of 1960, 22 U.S.C. 1942 et seq. This authority includes, but is not limited to, the authority to

- a. Negotiate, execute, amend, and implement agreements with the Inter-American Development Bank; and
- b. Take any action in conjunction or coordination with other U.S. Government agencies related to the Social Progress Trust Fund.

103.3.15 Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)

Effective Date: 06/27/2003

The following policy directives are the delegations for the Bureau for Democracy, Conflict, and Humanitarian Assistance.

103.3.15.1 Assistant Administrator for DCHA

Effective Date: 06/27/2003

- a. The Administrator has delegated to the Assistant Administrator for DCHA, for purposes of immediately responding to disasters overseas, the authority to negotiate, execute, amend, and implement
 - (1) Grants and cooperative agreements, in an amount up to \$3.0 million per transaction, with nongovernmental organizations (NGOs) and foreign governments.
 - (2) Contracts, including contracts for personal services, in an amount up to \$500,000 per transaction.
- b. The Assistant Administrator for DCHA can redelegate to the Director of the Office of Foreign Disaster Assistance (OFDA) authorities in [103.3.15.1.a](#). If so redelegated, officials serving in an acting capacity as Director, OFDA can exercise authorities in [103.3.15.1.a](#).

In exercising these authorities, the Assistant Administrator, acting Assistant Administrator, Director, or acting Director, OFDA must rely on documentation prepared by another official in DCHA or the Office of Procurement who has a warrant to make such awards. This requirement must continue until such time as the Assistant Administrator, or acting Assistant Administrator, Director, or acting Director, OFDA- has received such training as may be agreed upon by the Assistant Administrator for DCHA and the Director of the Office of Procurement.

c. The Administrator has delegated to the Assistant Administrator for DCHA the authority to waive the restriction in section 123(g) of the FAA requiring that a private voluntary organization must obtain at least 20 percent of its total annual financial support for its international activities from sources other than the U.S. Government in order to receive funds made available to carry out sections 103(a), 104(b), 105, 106, 121, or 491 of the FAA. This authority may not be redelegated.

103.3.15.2 DCHA Office Directors

Effective Date: 06/27/2003

AA/DCHA has delegated to the directors of the Offices of Food for Peace (FFP), Private-Voluntary Cooperation/American Schools and Hospitals Abroad (PVC/ASHA), Foreign Disaster Assistance (OFDA), Democracy and Governance (DG), Transition Initiatives (OTI), and Conflict Management and Mitigation (CMM) the following authorities for the programs, projects, and activities within the subject matter of each respective office:

- a.** Strategic planning authorities set forth in ADS [103.3.8.1](#). This delegation does not include the authority to approve:
 - (1) Strategic plans and substantive amendments to them;
 - (2) Exceptions to the strategic planning procedures; and
 - (3) The substantive terms and conditions of management contracts and amendments concerning them.
- b.** Implementation authorities set forth in ADS [103.3.8.2](#).
- c.** Source, origin and nationality waiver authority set forth in ADS [103.3.8.3](#). (See [ADS 310.5.5a](#), which delegates comparable source, origin, and nationality waiver authority to the Director of OFDA.)
- d.** Coordination authority set forth in ADS [103.3.8.4](#).
- e.** Gift acceptance and use authority set forth in ADS [103.3.8.5](#).
- f.** Authorities for interagency agreements set forth in ADS [103.3.8.10](#).

103.3.15.3 Director of the Office of Food for Peace (FFP)

Effective Date: 06/27/2003

Additional authorities delegated to the Director, FFP, by AA/DCHA

- a.** All food aid authorities and functions, including the administration, approval, and implementation of programs under Titles II and III of the

Agricultural Trade Development and Assistance Act of 1954, as amended (P.L. 480), 7 U.S.C. §§ 1691 et seq., except functions reserved to other USAID staff by ADS [103.3.8.7.b-f](#), other than as provided in ADS [103.3.8.7.e.1.b](#)). Authorities delegated to the Director of FFP include, without limitation, the authority to authorize, approve, negotiate, execute and implement transfer authorizations and grants, and ancillary obligation or implementation documents necessary to carry out emergency and non-emergency P.L. 480 Title II programs. Such transfer authorizations and grants include authorization or obligation of funds for commodities, transport, distribution, storage, and all other expenditures necessary and proper to carry out Title II programs.

b. Authority to coordinate activities of FFP with activities of the U.S. Department of Agriculture (USDA) undertaken under Title I of P.L. 480 or Section 416(b) of the Agricultural Act of 1949, as amended (P.L. 81-439).

103.3.15.4 Director of the Office of Private-Voluntary Cooperation/American Schools and Hospitals Abroad (PVC/ASHA)

Effective Date: 06/27/2003

AA/DCHA has delegated to the Director, PVC/ASHA, the following additional authorities:

- a.** Authority to register private and voluntary organizations (PVOs).
- b.** Authority to approve, authorize, and administer the following types of PVO grants, activities, and programs:
 - (1) Nongovernmental organization (NGO) strengthening grants and matching grants to U.S. PVOs;
 - (2) Cooperative development grants to U.S. cooperative development organizations (CDOs);
 - (3) Grants to, or payments on behalf of, registered U.S. PVOs for reimbursement of ocean freight charges for shipments by such PVOs of development or relief supplies or equipment, under FAA Section 123(b)-(d),
 - (4) Peace Corps program grants; and
 - (5) Other activities in support of PVC's programs and objectives.

Note: Authority to negotiate and execute grants to PVOs, NGOs, and CDOs for all PVC programs is held by AA/M and M/OP as stated in ADS [103.3.10.1](#) and [103.3.10.7](#), except that PVC has authority from AA/M to negotiate, execute and implement grants to U.S. PVOs for reimbursement

of ocean freight, in accordance with FAA Section 123(b)-(d) and USAID Regulation 2 ([22 CFR Part 202](#).)

c. Authority to coordinate activities under the Denton Amendment program operated by the Department of Defense (DoD) in accordance with 0 U.S.C. § 402, by which DoD may transport humanitarian assistance supplies donated by PVOs, NGOs, or other non-governmental sources on a space-available basis.

d. Authority to approve, authorize, and administer the ASHA program in accordance with section 214 of the FAA. In accordance with Delegation of Authority No. 953, dated June 9, 1978, the authorities identified in this subsection may only be exercised after the approval of AA/DCHA for the specific project, program, or activity for which assistance is to be provided.

AA/M delegates to the Director, PVC/ASHA the additional authority to negotiate, execute, and implement ASHA grants, including approval of the terms and conditions of contracts under such grants.

103.3.15.5 Director of the Office of Foreign Disaster Assistance (OFDA)

Effective Date: 06/27/2003

Additional authorities delegated to the Director, OFDA

a. By AA/DCHA, authority to provide disaster assistance authorized by FAA Section 491, as set forth in [ADS 251](#) and periodic OFDA guidance cables, within the overall Operating Year Budget (OYB) for International Disaster Assistance approved by AA/DCHA.

b. By AA/M, authority to negotiate and execute contracts as set forth in [AIDAR 701.601\(b\)\(2\)](#).

103.3.15.6 Director of the Office of Transition Initiatives (OTI)

Effective Date: 06/27/2003

AA/DCHA delegates to the Director, OTI, the additional authority to approve, authorize and administer transition initiatives programs, projects and activities. However, authority to negotiate and execute grants, contracts or cooperative agreements with organizations other than governments or Public International Organizations (PIOs) is retained by the Office of Procurement (M/OP) and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.7](#), unless delegated to OTI by AA/M or M/OP.

103.3.15.7 Director of the Office of Democracy and Governance (DG)

Effective Date: 06/27/2003

AA/DCHA delegates to the Director, DG, the additional authority to approve, authorize, and administer democracy and governance programs, projects and activities and

victims of war/torture programs, projects, and activities. However, authority to negotiate and execute grants, contracts, or cooperative agreements with organizations other than governments or PIOs is retained by M/OP and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.7](#), unless delegated to DG by AA/M or M/OP.

Note: In accordance with a 1997 memorandum, the Administrator delegated to the Center for Democracy and Governance (the predecessor office of DG) authority to design, implement, and approve ESF-funded activities in non-presence countries, consistent with the criteria contained in Annex A to that memorandum.

103.3.15.8 Director of Office for Conflict Management and Mitigation (CMM)

Effective Date: 06/27/2003

AA/DCHA delegates to the Director, CMM, the additional authority to approve, authorize, and administer conflict management and mitigation programs, projects, and activities. However, authority to negotiate and execute grants, contracts or cooperative agreements with organizations other than governments or PIOs is retained by M/OP and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.7](#), unless delegated to CMM by the Assistant Administrator for Management (AA/M) or Bureau for Management, Office of Procurement (M/OP).

103.3.16 Bureau for Global Health (GH)

Effective Date: 01/06/2004

The following subpolicy directives are the delegations for the Bureau for Global Health.

103.3.16.1 General Delegations

Effective Date: 01/06/2004

The mandatory reference, [Global Health Delegations of Authority](#), lists all GH delegations in matrix format.

103.3.16.2 Human Subject Research - Assistant Administrator and Cognizant Human Subjects Officer (CHSO)

Effective Date: 11/18/2001

The Administrator has delegated to the Assistant Administrator, Global Health (AA/GH) full authority to manage the human subject policy and requirements for USAID. AA/GH has delegated to the Cognizant Human Subjects Officer (CHSO) authority for the human subject program for USAID, including but not limited to, authority to issue regulations; take "agency head" actions; and issue guidance. This delegation to the CHSO is subject to the condition that the CHSO inform AA/GH and the Administrator of any classified human subject research.

103.3.17 Bureau for Global Programs, Field Support and Research (G)

Effective Date: 11/18/2001

The following subpolicy directives are the delegations for the Bureau for Global Programs, Field Support and Research.

[Note: Section 103.3.17 no longer applies to the offices that were moved from G to the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) and the Bureau for Global Health (GH). The delegations for DCHA are at [103.3.15](#). The delegations for GH are at [103.3.16](#). Under the "reorganization" general provision in [103.3.1.h](#), 103.3.17 continues to apply to the Bureau for Economic Growth, Agriculture and Trade (EGAT) until modified, revoked, or superseded.]

103.3.17.1 Senior Deputy Assistant Administrator (SDAA/G)

Effective Date: 10/1/1995

The SDAA/G has Alter Ego authority with AA/G.

103.3.17.2 Deputy Assistant Administrators (DAAs)

Effective Date: 2/6/1996

AA/GH has delegated to Deputy Assistant Administrators who are the Directors of the Center for Democracy and Governance, the Center for Economic Growth, the Center for the Environment, the Center for Human Capacity Development, and the Center for Population, Health and Nutrition, and the Associate Assistant Administrator for Science, Technology and Communications, within their respective areas of responsibility, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Program Implementation Authorities); [103.3.8.3](#) (Source, Origin, and Nationality for Procurement); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance and Use of Gifts); [103.3.8.6](#) (Reimbursable Programs); and [103.3.8.8.a](#) (Housing Guaranty and other Credit Programs), except that

a. The authorities delegated in accordance with [ADS 201](#) do not include the authority to approve

- (1) Strategic plans and substantive amendments to them;
- (2) Exceptions to the strategic planning procedures; and
- (3) The substantive terms and conditions of management contracts and amendments to them;

b. Authority is reserved to Deputy Assistant Administrators/Global Bureau (DAA/Gs) to sign FAA section 632(b) interagency agreements in accordance with section [103.3.8.10](#); and

- c. Authority is reserved to AA/G to select certain senior-level subordinates, as more fully described in Bureau directives.

103.3.17.3 Director of the Center for Economic Growth

Effective Date: 10/1/1995

AA/GH has delegated authority to the Director of the Center for Economic Growth to

- a. Authorize inter-regional credit programs, other than Housing Guaranty programs, in accordance with section [103.3.8.8.a.1](#); and
- b. Implement the Micro and Small Enterprise Development (MSED) Program, including the authority to negotiate, execute, and implement agreements for these programs, in accordance with section [103.3.8.8.a.2](#).

103.3.17.4 Director of the Center for the Environment

Effective Date: 10/1/1995

AA/GH has delegated authority to the Director of the Center for the Environment to

- a. Implement the Housing Guaranty (HG) Program, including the authority to negotiate, execute, and implement agreements for this program, in accordance with section [103.3.8.8.a.2](#) and to authorize inter-regional HG programs, in accordance with section [103.3.8.8.a.1](#);
- b. Coordinate with, including approving or requesting the activities of, the U.S. Forest Service under section 602 of the International Forestry Cooperation Act of 1990 in accordance with section [103.3.8.4.a](#); and
- c. Coordinate and consult with the Department of Energy under sections 1211, 1332, and 1608 of the Energy Policy Act (See Mandatory Reference, [Pub. L. 102-486](#)) concerning global technology transfer programs, in accordance with section [103.3.8.4.b](#).

103.3.17.5 The Directors of the Office of Administrative Management Staff, the Office of Program Development and Strategic Planning, and the Office of Women in Development

Effective Date: 10/1/1995

AA/GH has delegated authority to the Directors within their respective areas of responsibility, such authorities as are reasonably necessary to the conduct of such offices and that appear in the Agency's Automated Directive System (ADS).

103.3.18 Office of Equal Opportunity Programs (EOP)

Effective Date: 06/17/1970

The Administrator has delegated to the Director of EOP the following functions and responsibilities:

- a.** Under the general direction of the Administrator, the Director is responsible for the establishment and continuation of affirmative programs of equal opportunity in the Agency's employment, development, advancement, and treatment of its employees. In carrying out these responsibilities, the Director may designate or authorize the designation of such Equal Opportunity Officers as the Director may deem necessary.
- b.** Under the general direction of the Administrator, the Director is designated as the Agency's Contract Compliance Officer. The Director is responsible for promoting and ensuring equal opportunity for all persons, without regard to race, color, religion, sex, or national origin, employed or seeking employment under USAID-financed contracts subject to Executive Order 11246, as amended and the implementing regulations of the Secretary of Labor (41 CFR Part 60-1). In carrying out these duties, the Director may designate or authorize the designation of a Deputy Contract Compliance Officer and such Contract Compliance Specialists as the Director may deem necessary.
- c.** The Director is delegated authority to perform the functions provided for in AID Regulation 9, 22 CFR Part 209, except the functions of presiding at hearings under Section 209.9(b) and making final decisions under Section 209.10.

103.3.19 Office of the General Counsel (GC)

Effective Date: 10/29/2002

- a.** The Administrator has delegated to the General Counsel authority to settle tort claims against the Agency arising in the United States and overseas.
- b.** The General Counsel has delegated to the Deputy General Counsels the authority in [103.3.19.a](#) (preceding).
- c.** In accordance with 5 CFR 2638.204, the Agency's Designated Agency Ethics Officer has designated Regional Legal Advisors as USAID Deputy Ethics Officers with all necessary authority to carry out their responsibilities and duties. These include reviewing and/or certifying financial disclosure reports; developing and implementing mandatory ethics training programs; and providing ethics advice to employees.

103.3. 20 Office of the Inspector General (IG)

Effective Date: 11/10/1999

The Administrator has delegated to the Inspector General (IG) authority to select, appoint, employ or assign Foreign Service employees directly involved in audit and investigation, subject to procedures agreed to by AA/M and the Inspector General.

103.3.21 Executive Officers

Effective Date: 11/10/1999

The Assistant Administrator, Directorate for Finance and Administration (AA/FA, predecessor to AA/M) delegated to Executive Officers authority to sign leases for real property and extensions to leases regardless of amount, subject to prior approval by AID/AS/OMS as set forth in [ADS 535](#). [Source: State 202678 (6/91)]

103.4 MANDATORY REFERENCES**103.4.1 External Mandatory References**

- a. [USAID Acquisition Regulation \(AIDAR\)](#)
- b. [5 CFR 2635, Standards of Ethical Conduct for Employees of the Executive Branch](#)
- c. [22 CFR 211, Transfer of Food Commodities for Food Use in Disaster Relief, Economic Development and Other Assistance](#)
- d. [Federal Acquisition Regulation \(FAR\)](#)
- e. [Foreign Assistance Act \(FAA\) of 1961 as amended](#) (Section 621(a) provides Authority for this ADS chapter)
- f. [Memorandum for the Administrator of the United States Agency for International Development](#)

103.4.2 Internal Mandatory References

- a. [ADS 201, Planning](#)
- b. [ADS 302, USAID Direct Contracting](#)
- c. [ADS 306, Interagency Agreements](#)
- d. [ADS 314, Eligibility of Delivery Services](#)

- e. [ADS 520, International Cooperative Administrative Support Services \(ICASS\)](#)
- f. [ADS 535, Real Property Management Overseas](#)
- g. [Geographic Code 935](#)
- h. [Global Health Delegations of Authority](#)
- i. [Senior Deputy Assistant Administrators](#)

103.5 **ADDITIONAL HELP**

- a. [Country Contracting](#)

103.6 **DEFINITIONS**

Effective Date: 10/1/1995

The terms and definitions listed below have been incorporated in the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

Administratively Determined (AD) Appointment

An appointment action under which personnel may be appointed, compensated, and removed by the Administrator without regard to the provisions of any other law. (Chapter 103, 413)

Bureau

A major organization unit of the Agency that is responsible to the Office of the Administrator; a Level I organization. A Bureau administers complex and diverse programs involving a designated geographic area; major policy, program, and technical advisory services; or management and program support functions. (See 3 FAM 4412) (Chapters 102, 103, 486)

deputy

A position that serves as an alter ego to a high-level manager. A deputy either shares equally with the manager in the direction of all phases of the organization's program and work or is assigned continuing responsibility for managing a major part of the manager's program when the total authority and responsibility for the organization is equally divided between the manager and the deputy. This excludes positions informally referred to as "deputies" that require expertise in management subjects but do not include responsibility for directing either the full organization or an equal half of the total organization. (Chapter 102, 103)

***Division**

An organization unit below the Office level; a Level II organization. Divisions are established when operating requirements, functional concerns, and/or staffing levels justify dividing an Office into sub-elements. (Chapter 102, 103)

Mission

The USAID Mission or representative in a cooperating country. (Chapter 103, 310)

Non-Governmental Organization (NGO)

Any non-governmental organization or entity, whether non-profit or profit-making, receiving or providing USAID-funded assistance under an assistance instrument or contract. (Chapter 103, 206)

***office**

An organization unit within a Bureau or Mission; a Level II (Bureau-level) or III (Mission-level) organization. An office is responsible for the conduct or management of a program and/or activities that constitute the line function of an organization. (Chapters 102, 103, 501)

Results Review and Resource Request (R4)

The document, which is reviewed internally and submitted to USAID/W by the operating unit on an annual basis. The R4 contains two components: the results review and the resource request. Judgment of progress will be based on a combination of data and analysis and will be used to inform budget decision making. (Chapters 103, 201, 202, 203, 204, 250)

Warrant

A Certificate of Appointment (SF-1402) used to redelegate purchasing authority (see also, 331.4, Certificate of Appointment). All warrants issued shall be available for examination by the public or USAID personnel. (Chapter 103, 331)

103_110305_111405